

BALTIMORE COUNTY, BOARD OF EDUCATION

SUPERINTENDENT OF SCHOOLS ✓

Budget
Financial Reports
Organization and Evolution
Beginning - Special
School Terms (Fall/Winter) Descriptions
School Year - Description
Facilities Maintenance
Capital Budget
Debtors and Vouchers
File Arrangements
SCHOOL FILES - Other than construction

1. MINUTES OF THE PROCEEDINGS OF THE COUNTY BOARD OF EDUCATION

Size: 12" x 16" x 2"
Dates: 1847 --

Quantity: 16 volumes

File Arrangement: Chronological

The minutes of the proceedings of the County Board of Education give the date of the meetings, the membership present, a summary of business transacted, and the signatures of the President of the Board and of the Secretary.

RECOMMENDATION: RETAIN PERMANENTLY.

2. GENERAL FILES

Size: Letter size

Dates: 1907 --

Quantity: 62 file drawers

File Arrangement: by Superintendent, then by subject and chronological

The General Files are composed of papers and correspondence relating to the following educational matters:

Budget
Financial Reports
Organizations and Societies
Requisitions - Special
School Damage (Offense) Reports
School Files - Construction
Building Maintenance
Capitol Budget
Invoices and Vouchers
Site Acquisitions
School Files - Other than construction
Cafeteria - School Lunch Program
Operating Budget
Principal's and Teacher's Annual Reports
Recreation
Time sheets

State and County agencies

Supervisory Reports

Transportation Reports

The ~~above~~ ^{the} County Board of Education will give
the date of the envelope, the number of pages, a summary of what
RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

all of the documents.

RECOMMENDATION: RETAIN PERMANENTLY.

2. GENERAL FILES

Size: Letter size

Date: 1967 -

Quantity: 60 file drawers

File arrangement: By Superintendent, then by subject and
chronological

The General Files are composed of papers and correspondence relating
to the following educational matters: